



## Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA  
UNIT/OFFICE: Thompson Central Office (TCO)  
LOCATION: 701 Thompson Drive, Thompson, MB

**Position:** Placement Desk Worker  
One (1) Full-Time Permanent position

As a member of the Foster Care department, the Placement Desk Worker (PDW) tracks available placements for children in care and finds appropriate placements. Working collaboratively as part of a multi-disciplinary team, the incumbent possesses excellent problem solving, time management and organizational skills in order to meet the demands in this fast-paced and time sensitive position. The PDW is knowledgeable in, and follows applicable legislation, program standards, directives, and Agency policy. The work environment requires confidentiality, empathy, and cultural sensitivity.

### Qualifications:

- BSW and 1-year of child welfare work experience preferred, or a combination of education and related work experience.
- Working knowledge of Microsoft Office (Word, Excel, Outlook).
- Knowledge of, or work experience in northern Manitoba communities preferred.
- Valid drivers license and access to a reliable vehicle required.
- Effective, verbal and written communication skills.
- Speak and understand the Cree or Dene language an asset.
- Provide satisfactory Criminal Record, Child Abuse Registry and Prior Contact checks prior to starting the position, and throughout employment as required.

### Working Conditions:

- Fast-paced, community-based, multi-disciplinary child welfare environment.
- Confidential environment with access to highly sensitive information.
- Satisfactory Criminal Record, Driver's Abstract, Child Abuse Registry and Prior Contact checks prior to starting the position and throughout employment as required.
- Overnight and remote travel required approximately 30% of time.

**Salary:** Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

**Closing Date: Wednesday, April 5, 2023**

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2023-025 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2022-025  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: 204-778-8428  
Email: [hr@awasisagency.ca](mailto:hr@awasisagency.ca)

*We thank all applicants who apply, however, only those selected for an interview will be contacted.*

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.**

**\*\*Note: Awasis Agency Vaccination policy mandate: fully vaccinated plus booster**